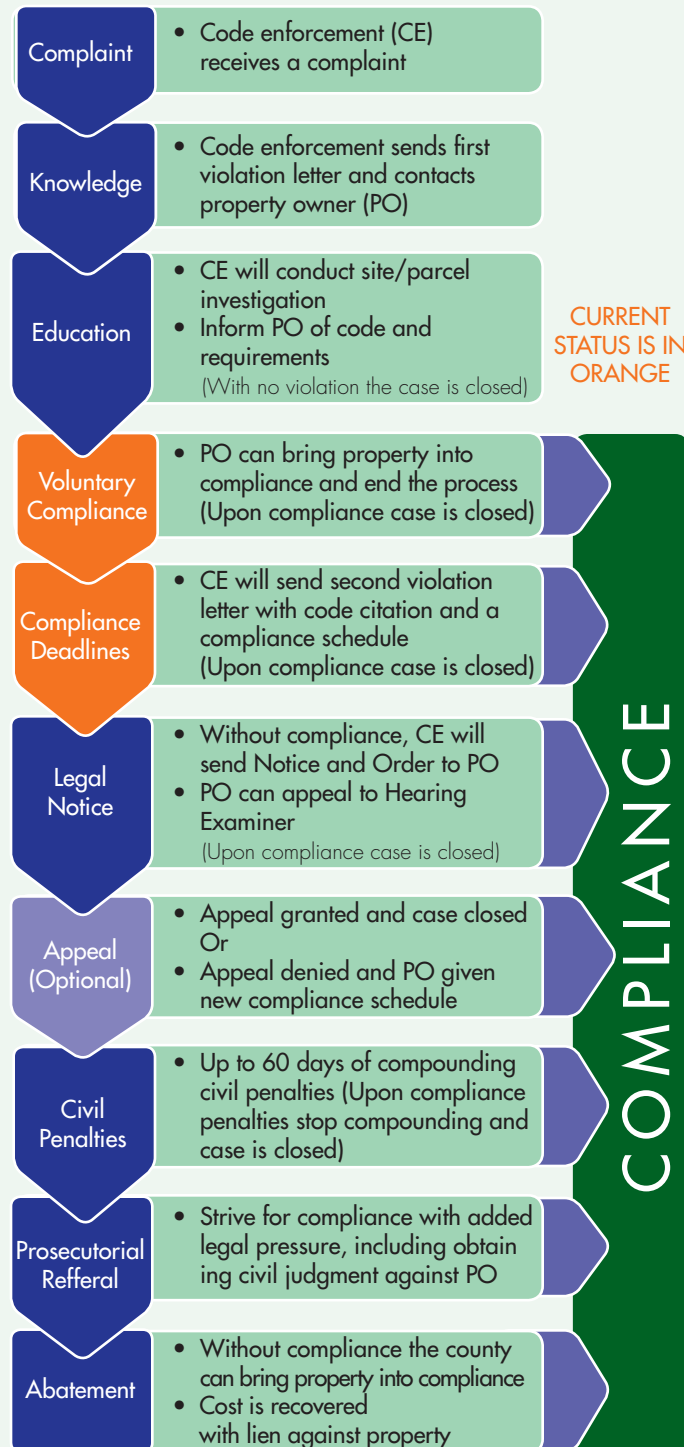


# The Code Enforcement Process and Opportunities for Compliance



## Citations

Code Enforcement has the authority to issue a citation for certain violations.

A citation carries one instant \$100 civil penalty, but can go up to \$500 for noncompliance. In certain cases, a citation will be issued in place of a Violation 2 Letter.

Property owners have appeal rights for citations that are outlined on the citation form.

## How to Look Up the Status of a Complaint

- Visit the following web site and enter the case number or parcel number:  
<http://your.kingcounty.gov/ddes/permits/reports/>.
- E-mail DDES Code Enforcement at [WebComplaints.CodeEnforcement@kingcounty.gov](mailto:WebComplaints.CodeEnforcement@kingcounty.gov), or reach the Code Enforcement message line at 206-296-6680.

King County Department of Development and Environmental Services  
Code Enforcement Section  
900 Oakesdale Ave. S.W.  
Renton, WA 98057-5212  
DDES Customer Service: 206-296-6600  
Code Enforcement Section Message Line: 206-296-6680  
Code Enforcement Fax Number: 206-296-6604

# How to Comply with King County Code



**King County**

## I Have Received a Violation 2 (Vio2) Letter. What Is It?

The Vio2 Letter informs property owners that violations are confirmed on their property. It also lists which section(s) of the King County Code the property is violating.

For a full copy of the King County Code, visit: [http://www.kingcounty.gov/council/legislation/kc\\_code.aspx](http://www.kingcounty.gov/council/legislation/kc_code.aspx).

## What Do I Do After Receiving a Vio2 Letter?

Learn what is required to bring your property into compliance with King County Code. You can find information about how to do this in the Vio2 Letter and by referencing the King County Code through the website listed above.

If you have questions, the best person to contact is the Code Enforcement Officer assigned to your case. You will find his or her email address and phone number in the Vio2 Letter.

## Photographic Example of Compliance



Before



After

## What Are My Options?

The ultimate goal is to achieve compliance with King County Code. Code compliance is primarily achieved through a voluntary process or a legal process.

### OPTIONS

### Voluntary Compliance

Voluntary compliance can be accomplished by working with your Code Enforcement Officer and following the compliance schedule outlined in your Vio2 Letter. You also have the option to enter into a Voluntary Compliance Agreement.

### Legal Process / Notice and Order

If you choose not to follow the compliance schedule outlined in the Vio2 Letter, or you do not believe your property is in violation of King County Code, the next step for your case is a legal notice to comply, also known as a Notice and Order.

### LEGAL DOCS

### Voluntary Compliance Agreement

The Voluntary Compliance Agreement (VCA) is a legal document. It is recorded against your property title until compliance is achieved. In the VCA, you acknowledge the violations that exist on your property and agree to bring them into compliance based upon a compliance schedule jointly set by you and the county. The VCA will include:

- A list of violations on the property
- An agreed-upon compliance schedule
- An outline of civil penalties for noncompliance

### Notice and Order

The Notice and Order is a legal document that is recorded against your property title. The Notice and Order will include:

- A list of violations on the property
- A compliance schedule
- Information about your appeal rights
- An outline of civil penalties for noncompliance
- Notice that a lien will be placed against your property if civil penalties are assessed
- Information on the County's legal authority to abate your property

Please read the Notice and Order carefully and ask questions to ensure that you understand your rights and responsibilities.

### APPEALS

### VCA Legal Process

If you choose to enter into a VCA to bring your property into compliance, your appeal process is as follows:

- Code Enforcement staff conduct a compliance inspection at the agreed-upon compliance date.
- If the property is not in compliance with the VCA, the officer will issue a notice of Non-Compliance (NONC).
- The NONC is also a legal document which lists the violations that remain on your property and the civil penalties that will be assessed for continued noncompliance.
- After the NONC is issued, the county may begin to assess civil penalties.
- As the property owner, you have the right to appeal the NONC, but not the existence of code violations.
- If a NONC is not appealed or an appeal is unsuccessful, DDES will assess civil penalties and abate the remaining violations at the property owner's expense.

### Notice and Order Appeal

The Notice and Order appeal process gives you an opportunity to challenge the determination that violations exist on your property.

Appeals must be received by the department by the deadline specified in the Notice and Order to be considered timely.

Untimely appeals will be submitted for dismissal. Upon dismissal, you must come into compliance by the deadline specified in the Notice and Order. Civil penalties accrue for noncompliance.

A helpful guide to the appeal process is included with your Notice and Order.